

## **EDITED TASK LISTING**

### **CLASS: SENIOR CIVIL ENGINEER**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>1.</b>	Designs and prepares drawings, specifications, and estimates in connection with the construction or maintenance of a variety of engineering projects, including buildings, bridges, roads, piers, dams, levees, ditches, retaining walls, and similar structures using various resources (e.g., various computer hardware and software, hand drafting tools, experience, printers, and building codes) as needed and/or directed by supervisor.
<b>2.</b>	Trains other engineers in the design and preparation of drawings, specifications, estimates, construction inspections, and field surveys in connection with the construction or maintenance of a variety of engineering projects, including buildings, bridges, roads, piers, dams, levees, ditches, retaining walls, and similar structures using various resources (e.g., various computer hardware and software, hand drafting tools, experience, printers, and building codes as needed and/or directed by supervisor.
<b>3.</b>	Inspects existing water, sanitation, building structures, roads/pavements, etc., to produce reports to the institutions and suggest improvements and modifications using various resources (e.g., various computer hardware and software, hand drafting tools, experience, printers, and building codes as needed and/or directed by the supervisor.
<b>4.</b>	Consults with institutions, construction analysts, procurement specialists, construction supervisors, etc., on a variety of engineering and/or construction issues (e.g., Capital Outlay Budget Change Proposal (COBCP), procurement documents, design of projects, service requests, budget preparation and purchases, cost analysis, progress reports) to provide guidance, information, and recommendations using various resources (e.g., various computer hardware and software, hand drafting tools, experience, printers, and building codes) as needed and/or directed by supervisor.
<b>5.</b>	
<b>6.</b>	Performs field surveys and varied construction projects (e.g. building structures, roads, pavements, water treatment systems and waste water systems) to produce drawings, designs, and specifications using various resources (e.g., various computer hardware and software, survey equipment, hand drafting tools, experience, printers, and building codes) as needed and/or directed by supervisor.
<b>7.</b>	Performs the inspections of structures under construction or repair to ensure conformity to construction documents using experience, tape measures, survey instruments, plans, specifications, etc., as needed and/or directed by supervisor.
<b>8.</b>	

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<b>9.</b>	Performs value engineering (cost saving analysis) on various projects (e.g. building structures, roads, pavements, water treatment and waste water systems) to produce a report suggesting ways to reduce costs using various resources (e.g., various computer hardware and software, survey equipment, hand drafting tools, experience, printers, and building codes) as needed and/or directed by supervisor.
<b>10.</b>	Conducts specialized technical studies and investigations to produce complete and comprehensive reports making recommendations on engineering problems using various resources (e.g., various computer hardware and software, survey equipment, hand drafting tools, experience, printers, and building codes) as needed and/or directed by supervisor.
<b>11.</b>	<b>Provides professional engineering support for the institutions who are coordinating with the local and other state agencies to obtain permits and agreements to provide guidance and technical information using experience, technical knowledge, plans, specifications, and building codes, etc. as needed and/or directed by supervisor.</b>
<b>12.</b>	<b>Coordinates and prioritizes tasks for timely completion of projects using the design schedule and assignment schedule as necessary.</b>
<b>13.</b>	<b>Reports current project status to supervisor to update him/her using experience (e.g. time estimating skills, knowledge of prior project history) and technical knowledge, weekly.</b>
<b>14.</b>	<b>Performs technical review of other entities' plans and specifications to ensure conformity to the department's design criteria guidelines, building codes, construction suitability, and COBCP (Capital Outlay Budget Change Proposal) using new prison design criteria guidelines, building codes, technical knowledge, red pencil, and experience as needed and/or directed by the supervisor.</b>
<b>15.</b>	<b>Provides construction support (e.g. submittal review, shop drawing review, change order review, responses to request for information, consultation with construction supervisors) to a wide variety of projects to ensure conformity to plans and specifications using plans and specifications, experience, technical knowledge, building codes, as needed and/or directed by supervisor.</b>
<b>16.</b>	<b>Manages projects contracted to outside architects and engineers to produce plans, specifications, and studies using management skills, negotiation skills, experience, and technical knowledge, etc. as needed and/or directed by the supervisor.</b>